

**\*USAF Declass/Release Instructions On File\***

FOR OFFICIAL USE ONLY

DEPARTMENT OF THE AIR FORCE  
1130TH AEROSPACE TECHNICAL DEVELOPMENT  
AND TRAINING GROUP  
Edwards Air Force Base, California 93523

ATTG Reg 205-8

14 November 1969

Security

SECURITY CHECK SHEETS AND SAFES

This regulation specifies the policy governing daily security checks of work areas, security check sheets, and securing of safes.

1. Policy. A security check sheet (Form 108) will be affixed to each safe storage cabinet housing classified documents. At the close of business or prior to departing the area, all personnel will complete a thorough security check of their work area to insure that all classified material and documents have been properly stored and that all safes are secured.
2. Responsibility. Responsibility for enforcing this directive rests with each section chief. In the event of a security violation, responsibility shall be adjudged based upon a thorough investigation by the security staff. A security violation based upon findings of the investigation will be issued.

3. Procedures.

a. A security check sheet (Form 108) will be affixed to each safe keeping cabinet housing classified material. Each time a safe is opened or closed, the individual opening or closing the safe will initial and insert the time in the appropriate column. When the safe is secured for the last time each day, an individual designated as duty checker by the section chief shall spin and dial three complete revolutions in each direction, trying to open each drawer and in the case of bar locked cabinets, pull the lock to assure its being locked. After the duty checker is satisfied that the safe keeping cabinet is properly secured, he shall place his initial and insert the time in the "checked by" column.

b. When securing a safe, the dial must be rotated at least three complete revolutions in each direction. Each drawer shall then be tried individually to insure its proper locking. The security officer will be advised of any mechanical difficulties or malfunctions.

Supersedes WRSP-IV Reg 205-8, 25 Apr 69. (For summary of revised, deleted, or added material.)

OPR: SEC


DISTRIBUTION: X

FOR OFFICIAL USE ONLY

FOR OFFICIAL USE ONLY

ATTG Reg 205-8

c. Classified material must be secured in approved containers. After all classified material is properly stored, a complete security check of the work area must be made before vacating the area. It is the responsibility of the person conducting the security check to insure that no classified material remains in the area.

*for*   
R.A. SCHAMBER, Colonel, USAF  
Commander

Summary of revised, deleted, or added material

Content generally updated. Format updated to conform with AFM 5-1.  
Organizational designation changed.

FOR OFFICIAL USE ONLY